

Job Posting – Amended
Accounting Clerk
Full time, Permanent

The Canadian Mental Health Association Manitoba and Winnipeg is part of a 100-year-old nation-wide non-profit organization that promotes the mental health of Canadians and supports the resilience and recovery of people experiencing mental illness.

The Opportunity

We have a full-time, permanent position available for an Accounting Clerk to work within CMHA's Finance and Infrastructure department. The finance department is responsible for preparation of financial statements, maintenance of general ledger, bill payments and many more while the infrastructure department is responsible for the maintenance and upkeep the agency's building, ensuring that they meet legal requirements and health safety standards.

The Position

The Accounting Clerk, operating under the Senior Director of Finance and Infrastructure, maintains accurate financial records, manages accounts, resolves discrepancies, and supports the finance team's operations. Through meticulous organization and proactive problem-solving, they ensure smooth financial transactions, contributing to departmental effectiveness and integrity. Observing best practices in privacy and value alignment with CMHA Manitoba and Winnipeg. A full job description is available on request.

**The salary scale for this position falls within Class 1, \$40,000 to \$49,194.95,
for 35 hours of work per week.**

The Qualifications

Required

- High school diploma or equivalent, with relevant courses in bookkeeping
- Proven experience as an accounting clerk or similar role.
- Knowledge of basic accounting principles.
- Previous experience with Microsoft software.
- Integrity and discretion in handling confidential information.
- Effective communication skills, both written and verbal.
- Ability to build positive working relationships with both internal and external stakeholders.
- Strong attention to detail and accuracy in data entry.
- Payroll processing experience -- including other related duties such as processing bi-weekly payroll, setting up new staff in the system, processing salary adjustments, staff termination/resignation, issuance of ROE etc.
- Applicants must have both a recent satisfactory criminal record check and abuse registry checks.
- Legally entitled to work in Canada.
- Acceptable work record.

Preferred

- Accounting certificate
- Previous experience with accounting software (e.g., QuickBooks, SAP).
- Effective communication skills, both written and verbal.
- Ability to build positive working relationships with both internal and external stakeholders.
- Strong attention to detail and accuracy in data entry.
- Excellent organizational and time management skills.
- Ability to work effectively in a fast-paced, collaborative environment.

Total Rewards

CMHA offers an inclusive and respectful culture along with paid leaves for vacation, illness, bereavement, and mental health. A flexible working environment, supporting work life balance, with paid extended health, dental, employee assistance programming and life insurance benefits. A defined benefits pension plan is equally cost shared between CMHA and the employee, long term disability is 100% employee paid, when eligible. There is annual, budgeted support for professional development. Employees enjoy 12 paid general (statutory) holidays per year as well as a paid closure between December 24th at noon up to and including January 1st.

The Process

Please submit your resume and a cover letter indicating Competition Number **24-092** to careers@cmhawpg.mb.ca. **Position is open until filled.**

CMHA will respond to requests for reasonable accommodations throughout the selection process. Please connect if you require any accommodations.

CMHA Manitoba and Winnipeg is committed to our workforce reflecting the diversity of the communities within which we work. As such, we encourage applications from persons with disabilities, members of visible minorities, First Nations, Inuit, and Métis people, people of all sexual orientations and genders, and others who may contribute to the diversity of our staff. Personal experience with mental illness and or addiction, either through self or a loved one, is an asset.

VALUES

Work hard to listen | Support one another | Create strong connections | Be curious | Discover better ways | Focus on impact | Serve with passion | Embrace IDEA – Inclusion, Diversity, Equity, Accessibility | Honour lived experience | Believe it's possible